

Report for Week Ending 23 February 1959
From
RECORDS CENTER

During the week the following accessions were made:

COMPT	2 cu ft
MGT STAFF	2 " "
OCR	9 " "
OL	1 " "
OO	8 " "
ORR	3 " "
PERS	3 " "
PIC	59 " "
Sub-Total:	87 cu ft
Finished Intelligence	40 " "
Total :	127 cu ft

Map Negatives	1,335 cu ft
Records Holdings	29,113 " "
Distribution Material Holdings	11,965 " "
Total :	42,413 cu ft

Distribution Material Disposed of at Center	9 cu ft
Distribution Material Transferred from Center	1 " "
Records Disposed of at Center	0
Records Transferred from Center	44 " "
Total :	54 cu ft

Accessioning and Disposal

An inventory was made of the NIS hard-binder covers and OBI has been requested to review the results with the idea of destroying some of the extra stock for certain areas. There is at present 466 cubic feet stored in the Records Center.

The "burn team" burned 72 cubic feet of records on Saturday, 2-21-59.

Reference

It was necessary to pull and forward on a loan basis 275 medical folders. The Medical Staff is conducting some sort of a review in connection with these.

The project of reworking the map negatives is approximately 50% complete.

Chief, Records Center